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Associate Editor Area Studies (f/m/d)

Leiden | Full-time | as soon as possible

The Associate Editor will assist the Acquisitions Editor(s) and support the publication of books and journals in the Area Studies publishing department, which covers Asian Studies, Middle Eastern and Islamic Studies, and African Studies. The Associate Editor is responsible for the organization and project management of the dynamic and growing publishing programs in the department and will further support their development.

Your tasks

- Correspond and maintain excellent working relationships with authors, journal editors, and series editors regarding their projects
- Maintain publishing schedules for all titles, from pre-production through publication to post-publication
- Assist Acquisitions Editor(s) and series editors with book proposal and manuscript reviews
- Develop proficiency and work with various IT systems including Klopotek, Editorial Manager, etc. to enter and maintain project data and schedules
- Ensure book manuscripts and supporting materials from authors are ready for production

Your profile

- College degree required, preferably in a related field
- Excellent written and spoken English; another language in one of the fields within Area Studies an advantage
- Strong organizational and problem-solving skills, with ability to meet deadlines
- Proficient at Microsoft Office Suite and Adobe Acrobat
- Strong inter-personal, cross-cultural, and communication skills
- Ability to work as part of the team as well as independently
- Previous editorial experience preferred.

- Proofread promotion texts and front matters for books, journals, and other publications
- Provide support to authors, editors, and other stakeholders after publication
- Coordinate with other team members to provide input for newsletters and social media accounts

We offer you

- An exciting professional challenge for one of the innovation drivers of the publishing industry
- Family-friendly working time models, flexitime, and flexible home office arrangements to support a healthy work-life balance, alongside a substantial vacation allowance and additional special leave days
- Extensive benefits and allowances for a healthy, balanced life
- Development budget and opportunities for training and personal development
- Passionate colleagues in diverse, international teams; joint team events and company parties

At De Gruyter Brill, we are dedicated to diversity, equal opportunity, and building an inclusive culture where everyone belongs. We believe in individual potential, so please apply even if you don't meet every requirement—passion and a willingness to learn matter as much as qualifications. We look forward to hearing from you!

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